

Flex EMS Supplement Reports

(FY19 and FY22 funded projects)

Instructions

The FY 2022 EMS Flex Supplement project requires an **End-of-Year Report** due 90 days after the budget period end date – **November 29, 2023**.

The FY 2019 EMS Flex Supplement projects that received a No Cost Extension require a **Final Report** due 90 days after the budget period end date – **November 29, 2023**.

This report should cover the past budget period (September 1, 2022 – August 31, 2023).

The outline below describes the required sections and content for the FY22 and FY19 Flex funded EMS Supplement reports. Prepare the report in .docx or .pdf format and upload the file(s) to the Electronic Handbooks (EHB) reporting task. The report itself should be brief, no more than five pages (work plan and budget do NOT count toward the page limit).

The information from these reports will be used to inform future program direction, identify best practices and promising interventions that can be shared with Flex program stakeholders.

With additional questions, contact the EMS Program Coordinator, Tahleah Chappel (tchappel@hrsa.gov).

If you're submitting an End-of-Year Report

Required Report Sections are:

Purpose

- Briefly (1-2 paragraphs) describe the purpose/goal of your project.

Key Partners

- Provide a list of your key partner organizations and or individuals that you worked with in FY22.

Current Status

- How many EMS agencies are currently participating in project activities (compared to the initial expectations)? If different, provide an explanation.
- Are you on track to complete your project by the end of FY23?
- Have you made changes to your project based on FY22 activities? If so, what are they and why?

Expenditures

- Provide the final budget for FY22 including your estimated unspent funds (if any).
- List and explain any changes you've made for FY23 vs your original plan for FY23.

Work Plan

- Attach an up-to-date work plan as an attachment that clearly shows which activities still need to be completed.

Measures

- Update your outcome measures spreadsheet including the data for each of the outcomes for FY22.

Challenges

- What challenges did you face in FY22 and what are you doing to mitigate these challenges?

If you are Submitting a Final Report

Required Report Sections are:

Purpose

- Briefly describe the purpose/goal of your project in one paragraph or less.

Key Partners

- List your key partner organizations and or individuals that you have worked with on this project.

Current Status

- How many EMS agencies participated in your project?
- Describe your main findings and outcomes now that the project has ended.

Expenditures

- Provide a final budget for the total expenditures of the project. Use appropriate budget categories.

Work Plan

- Provide a copy of the final project work plan as an attachment.

Measures

- Provide a copy of your final FMT tracking tool as an attachment.

Challenges and Tips

- Briefly state the major challenges (1-3) you faced, and how you dealt with them?
- What are your top 1-2 tips regarding the **implementation** of this type of project that others may find helpful?

Sustainability *(provide an answer to only 1)*

- If your project is continuing, how is it being sustained?

OR

- If your project is not continuing, briefly explain why.